

**JUDICIAL INFORMATION SYSTEMS/PROBATE COURT SYSTEM (PCS)**  
Mandatory Data Entry for Meaningful Events in Child Protective Proceedings (Effective 01-01-05)

MEANINGFUL EVENT (PER CHILD)	SCREEN	EVENT TYPE CODE	ADDITIONAL DATA ENTRY	IMPACT ON CASELOAD
Child removed from home	EVT	PCN	Placement; Special Rate; Placement Type; Custody = ICU	P4: Section F, Report 1
Child returned to home	EVT	PCN	Placement = CLO or party; Placement Type; Custody = NCU	P4: Section F, Report 1
Initial Petition filed No request for termination of parental rights	PET		Opened Date; Petitioner; Offense Codes	P1: Section F, Line 2 P2: Section F, Line 10
	EVT	PET		<i>None</i>
Initial Petition filed With request for termination of parental rights	PET		Opened Date; Petitioner; Offense Codes	P1: Section F, Line 2 P2: Section F, Line 10
	EVT	PTT		P1: Section F, Line 4
Amended Petition filed No request for termination of parental rights	EVT	PET		<i>None</i>
Amended Petition filed With request for termination of parental rights	EVT	PTT		P1: Section F, Line 4
Supplemental Petition filed No request for termination of parental rights	EVT	SPN		P1: Section F, Line 6
Supplemental Petition filed With request for termination of parental rights	EVT	PTP		P1: Section F, Line 5
Preliminary Inquiry Held MCR 3.962	EVT	INQ		AR: Line 18
Preliminary Hearing Held MCR 3.965	EVT	PRH		AR: Line 19

P1 = Caseload Report, Part 1  
P2 = Caseload Report, Part 2

P4 = Caseload Report, Part 4  
AR = Quarterly Activity Report

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Petition Authorized by Court	PET		Authorization Date; Jurist	P4: Section F, Report 1
Motion Hearing Held	EVT	MOH		AR: Lines 21 & 26
Pretrial	EVT	CPT or PT		AR: Line 20
Plea of Admission/No Contest Hearing Entered MCR 3.971	EVT	ADH or FOH	Legal Status: TWC, TWS, TWA	P2: Section F, Lines 7 AR: Line 22
	PET		Adjudication Date, Jurist, Code (AAL, PNC, GLT, or CCJ); Charge Dispositions	P2: Section F, Line 3
Bench Trial MCR 3.972	EVT	BT	Legal Status: TWC, TWS, TWA	P2: Section F, Lines 7 AR: Line 23
	PET		Adjudication Date, Jurist, Code (BT); Charge Dispositions	P2: Section F, Line 2
Jury Trial Commenced MCR 3.972	EVT	FJT	Legal Status: TWC, TWS, TWA	P2: Section F, Line 7 AR: Line 24
	PET		Adjudication Date, Jurist, Code (JUR); Charge Dispositions	P2: Section F, Line 1
Petition Dismissed or Withdrawn	PET		Adjudication Date, Jurist, Code (PDM, CDM, or CSD); Charge Dispositions	P2, Section F, Line 4 P4: Section F, Report 1 (if dismissed after authorized)
Petition Transferred	PET		Adjudication Date, Jurist, Code (WAI, CHV, or TTC); Charge Dispositions	P2: Section F, Line 5 P4: Section F, Report 1 (if transferred after authorized)
Petition Not Authorized	PET		Adjudication Date, Jurist, Code (NAP); Charge Dispositions	P2: Section F, Line 6

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MEANINGFUL EVENT (PER CHILD)	SCREEN	EVENT TYPE CODE	ADDITIONAL DATA ENTRY	IMPACT ON CASELOAD
Original Dispositional Hearing Held MCR 3.973	EVT	DSP		AR: Line 25
Entry of signed initial Order of Disposition, Child in Home – JC17	EVT	ODN		P4: Section F, Report 1 & <i>Future Reporting</i>
Entry of signed initial Order of Disposition, Child Removed from Home – JC26	EVT	ODR		P4: Section F, Report 1 & <i>Future Reporting</i>
Dispositional Review Hearing Held MCR 3.975 <i>Child In Foster Care</i>	EVT	SRE		AR: Line 27 & <i>Future Reporting</i>
Progress Review Hearing Held MCR 3.974(A) <i>Child In Home</i>	EVT	PRN		AR: Line 28
Emergency Removal Hearing Held MCR 3.974(B)	EVT	RMH		AR: Line 28
Dispositional Review Hearing Held MCR 3.974(C) <i>Following Emergency Removal</i>	EVT	SOD		AR: Line 27
Entry of signed Supplemental Order of Disposition Following Review Hearing – JC19	EVT	SDR		<i>Future Reporting</i>
Expedited Permanency Planning Hearing Held MCR 3.976(B)(1)	EVT	EPH		AR: Line 27
Permanency Planning Hearing Held MCR 3.976(B)(2) & (3)	EVT	PPH		AR: Line 27
Entry of signed Order Following Permanency Planning Hearing (Child Protective Proceedings), JC64	EVT	OPP		<i>Future Reporting</i>
Parental Rights Termination Hearing Held MCR 3.977	EVT	TRP		AR: Line 29

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MEANINGFUL EVENT (PER CHILD)	SCREEN	EVENT TYPE CODE	ADDITIONAL DATA ENTRY	IMPACT ON CASELOAD
Change in Legal Status ( <i>i.e. Temporary Ward to Permanent Ward</i> )	EVT	<i>any</i>	Status: PWC, PWA, PWS	P2: Section F, Line 9
Post-Termination Review Hearing Held MCR 3.978	EVT	PTR		AR: Line 30
Rehearings	EVT	REH		AR: Line 31
Show Cause Hearing Held	EVT	SHH		AR: Line 32
Jurisdiction Terminated MCR 3.978(D)	EVT	OTJ		<i>Future Reporting</i>

**Notes:** Per caseload instructions, “Adjudication and disposition of a petition is considered complete upon entry of an initial order of disposition or some other dispositive order.” Therefore, you must:

- Enter an event of **DSP** using the date of the dispositional hearing (The DSP event is necessary for accurate reporting on the Activity Report), and
- Enter an event of **ODN** (JC17) or **ODR** (JC26) using the date that the signed dispositional order is entered (the ODN/ODR event is necessary for accurate reporting on Part 4 of Caseload).

**PCN** events must be used to reflect a move from in-home placement to out-of-home placement, and vice versa.

- When a child is moved to out-of-home placement, a PCN event must be entered on the system with **ICU** in the Custody field.
- When a child is returned home, another PCN must be entered on the system with **NCU** in the Custody field.
- You may also continue to use PCN events to reflect a change in out-of-home placement, such as from one foster home to another, using **ICU** in the Custody field.

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The **Status** field (on the EVT screen) should be filled in only on an event when the child's legal status changes.

- Once a child becomes a temporary ward, you must enter **TWC**, **TWA**, or **TWS** in the Status field on the event at which the child became a temporary ward.
- The Status field should be left blank on all other events.
- If the child becomes a permanent ward, you must enter **PWC**, **PWA**, or **PWS** on the event at which the child became a permanent ward.

Since each Judge must report their case data individually by bar number, we have restricted the **Jurist** field on the CSE screen to accept bar numbers of Judges, only. (Referee bar numbers may no longer be entered in this field; however, Referee bar numbers may still be entered in all other Jurist fields on the system.)